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## MONTHLY REPORT FOR THE CARTOGRAPHY DIVISION

Month of September 1958

### A. Summary of Cartographic Production and Accomplishments

1. During the month of August the Cartography Division accepted requests for 121 maps and charts, 118 for CIA and 3 for the Department of State. Of the Agency requests 38 were by ONR, 29 by OSI, 15 as CIA contributions to NIS, 8 by ONE, 22 by OCI, 4 by DD/P, 3 by DD/S and 2 for PIC.

2. During the month the Division completed 133 maps and charts, 123 for the Agency and 10 for the Department of State.

3. The NIS Map Coordinator received 75 job requests during the month, 25 NIS maps for final printing, 21 NIS maps for color proofing and 29 maps from D/GI for re-running. A total of 90 jobs were sent to reproduction, 40 final maps, 21 color proofs and 29 reruns. Receipts from reproduction totaled 76 jobs, 36 final maps, 22 color proofs and 18 reruns, leaving a backlog in the unit of 61 map requests, 13 final NIS maps and 48 for rerun.

4. The total number of maps and charts in the Division at the end of September was 407, distributed among the Branches as follows:

USSR and Satellites	74
Far East and Western Hemisphere	89
Europe-Africa	40
Special Support	42
Development & Construction	162
(Exclusive of Drafting Sec.)	
Total	<u>407</u>

### B. Administrative Problems and Other Activities

1. The Division Chief, as Monitor of the AGS contract, spent September 29 and 30 in New York City reviewing the progress of the work. At the halfway mark the total project is currently on schedule.

2. The Chief of the Cartographic Lab, XXXXXXXXXX, spent three days at AGS demonstrating and resolving technical problems arising in the construction of the separation plates being prepared by AGS.

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25X1A9a 3. The preparations for the forthcoming trip to the Far East by Ch/GC/F were well advanced during the month. It is anticipated that [REDACTED] will be leaving approximately 15 October.

4. Favorable progress was made in the City Plan project for DD/P. Final prototype maps are in reproduction for final printing and clearance, one other is in drafting and three others are in compilation preparation. Working space equipment problems, and PIC's contribution to the project have been resolved and the program appears to be in good shape.

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6. During the month, the Ch/D/GC spent considerable time reviewing compilation policies with the components of the Division. All compilation personnel were briefed as to their responsibilities in achieving the objectives assigned to the Division.

7. Further concentrated effort in line with Area policy was made to reduce overtime work.

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## A. SUMMARY FOR SEPTEMBER 1958

Agency	Entered	% of Total Entered	No. Completed	% of Total Completed
CIA	38	31%	59	45%
DD/I/RR	29	24%	22	17%
OSI	15	12%	15	11%
NIS	8	6%	3	2%
ONE	22	18%	12	9%
OCI	1	1%	2	1%
PIC	3	2%	7	5%
DD/S	4	3%	3	2%
DD/P				
TOTAL CIA:	118	97	123	92%
State	1	1%	4	3%
State/NIS	2	2%	6	5%

## B. 6 MONTHS SUMMARY

Months	New Maps and Charts Ent'd.	New Maps and Charts Completed	Number of Prints	Reruns Completed	No. of Rerun Prints
September	121	90	75,916	37	40,489
August	116	138	91,250	49	33,698
July	84	121	56,505	35	28,952
June	145	134	56,545	21	20,360
May	151	131	55,881	17	12,929
April	102	86	125,643	8	7,712
TOTALS:	704	700	461,740	167	144,140

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## C. SERVICE AND REPRODUCTION PROCESSING DURING PAST 6 MONTHS

Months	Number of Completed X-Jobs	Manhours Required X-Jobs	Number of Processing Jobs	Number of Items
September	5	25	110	32,406
August	8	22	118	35,534
July	7	41	132	35,887
June	6	66	121	61,772
May	13	166	106	47,661
April	10	70	107	42,161
TOTALS:	49	390	694	255,421

\*Except for final maps and reruns.

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## D. MAPS AND GRAPHS COMPLETED IN PAST 6 MONTHS

Agency	April	May	June	July	August	September
CIA	61	118	107	107	101	108
CIA/NIS	17	11	20	9	26	15
State	2	1	6	3	4	4
State/NIS	6	1	1	2	7	6
Other	0	0	0	0	0	0
TOTALS:	86	131	134	121	138	133

E. SUMMARY OF WORK LOAD, MAPS AND CHARTS, AS OF 1 OCTOBER 1958 - Does Not Include Service Jobs

STATUS	GC/S	GC/F	GC/E	GC/C *	GC/X	TOTALS
In Reproduction	1	11	4	11	13	40
In Proof	39	6	7	30	1	83
In Check	12	5	2	27	1	47
In Drafting	2	10	4	94	19	129
In Compilation	20	57	23	0	8	108
TOTALS:	74	89	40	162	42	407

\* Excludes jobs assigned to drafting section from Compilation Branches.

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